

ODP-0-6710

6 JUL 1980

MEMORANDUM FOR: Director of Personnel Policy, Planning
and Management

FROM:
Acting Director of Data Processing

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SUBJECT: Component Automated Personnel System
Development Plan

1. During the past year, ODP has received eight requests from Component Offices to provide computer support in personnel management areas. The requests were directed at improving current manual procedures through automation and permitting limited access to components' personnel data resident in the Office of Personnel Policy, Planning and Management (OPPP&M) PERSIGN System.

2. ODP is currently undertaking a task to determine the feasibility of developing a generalized automated personnel system to support component personnel management requirements. The study will include a global analysis of the components' personnel offices to identify common requirements and to document those requirements unique to the standard operating procedures of each office.

3. The acronym CAPS (Component Automated Personnel System) has been selected by us to identify the project development tasks and responsibilities. All customer requirements previously designated for virtual PERSIGN will be included in the CAPS requirement review cycle.

4. Our immediate objective is the collection of Component Office requirements by April 1981. Although the task timeframe seems a bit ambitious, it could be accomplished through the collective resource efforts of ODP and OPPP&M. We, therefore, request OPPP&M to join us in documenting component office requirements for automation. This joint effort would continue through the development of the "Customer Requirements Document" (CRD). Upon completing the CRD, ODP would assume the responsibility for system development, with OPPP&M personnel serving as consultants and advisors as you deem appropriate.

5. The attached CAPS development plan defines the control structure and specific task responsibilities to successfully develop and implement Project CAPS. We solicit your comments and the availability of OPPOP&M personnel for the initial requirements study. If we can provide assistance in your review of this

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Att: a/s